S-E-C-R-E-T

2 February 1962

MEMORANDUM FOR: Director of Security

FROM   : Chief, CIA Automatic Data Processing Staff

SUBJECT   : Preliminary EDP Study of the Office of Security

1. PURPOSE OF STUDY

Last November we agreed to terms of reference for a preliminary study of the implications of electronic data processing for the Office of Security. Our objectives then were to:

a. Place the data processing problem in its proper perspective in the Office.

b. Determine the role of SRD in the overall data processing function.

c. Evaluate Office relationships to other Agency systems.

d. Establish a charter and framework for a detailed system analysis and design.

e. Recommend further action.

2. METHOD

25X1A9a   Mr. ███████████ of the ADP Staff and Mr. ███████████ of   25X1A9a
the Office of Security have spent the past 2-3 months, as a team, examining current operations and gathering pertinent facts. The attached report is a compendium of their findings.

3. CONCLUSION

Good and sufficient reasons are presented in the study to support the thesis that the Office of Security should consider upgrading its index and file operations along mechanized lines.

Some of the potential benefits to the Office in this course of action include:

a. Fuller utilization of collected information.

b. Increased speed in the security investigation and clearance procedures.

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c. Reduction of duplicate workload through greater index and file consolidation, and

d. Development of a "communicating" capability now that will permit the Office to "tie-into" the future electronic plans of its sister security Agencies.

4. RECOMMENDATIONS

a. Further detailed study should be started immediately in accordance with the work specifications set forth in Section F for the purpose of designing an electronic data processing system.

b. A study team as composed in Section F should be appointed and directed to begin work.

FOIAb3b

Joseph Becker

Attachment:
    Report

APPROVED:_____
                Sheffield Edwards
                Director of Security

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